



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 10/30/2013  
Employee Name: kennedy jada  
Job Title: warehouse sanitor  
Manager/Supervisor: somark heng

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning

### Type of Offense

Tardiness/Leaving Early   
Absenteeism   
Violation of Company Policies   
Substandard Work   
Violation of Safety Rules   
Rudeness to Customers/Coworkers   
Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

at 9:31pm 10/29/13 kenedy perform his regular job, taking the trash outside, but when he coming back he don,t change the plastice boots, it is company requirement to prevent pass contamination.

Plan for Improvement:

you need to follow the gmp all the time anytime you go outside when you comign back the new plastice boots require.

Consequences of Further Infractions:

is that still happening we will let you go.

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Manager/Supervisor

Date

Date

Witness Signature (if employee understands warning but refuses to sign)

Date

*Kennedy Jada* \_\_\_\_\_ *10/30/2013*

*[Signature]* \_\_\_\_\_ *10-30-13*